

12 January 1976

MINUTES : Executive Board Meeting, EXCHANGE Magazine
9 January 1976

PRESENT : Messrs. Blake, McMahon [redacted]

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REFERENCE: Agenda (attached)

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I. Design. The meeting opened with [redacted] giving a brief summary of events that have occurred since she first received approval to begin work on a DD/A publication. Mr. [redacted] "unveiled" the mockup of the publication which P&PD/OL produced. It was introduced as the first effort which the P&PD people had a free rein with since the recent report by the Federal Design Improvement Program/National Endowment for the Arts. The Executive Board approved the mockup, with the exception of classification. Mr. Blake stated that each issue must be classified according to the highest classified article within. STATINTL

II. Purpose. Mr. Blake rewrote the statement of purpose to read as follows:

"A publication designed to furnish a medium for the exchange of ideas, concepts, information, and techniques that are of common interest to the personnel who are engaged in resource management in the Directorate of Administration."

III. Organization. The draft organizational description was approved as submitted.

IV. Content.

A. Editorial. Guest editor approved, but rather than "time in rank", it was preferred to request someone involved in a project of current interest.

B. Quotation of the Month. Approved.

- 2 -

C. Forum. Approved -- except Mr. McMahon changed "Subject matter, authorship, illustrations, etc., to be left to the discretion of each Office Editorial Board" to "....., etc., to be contributed by each Office Editorial Board".

D. Definition. Approved, but use in order of highest interest priority.

E. Events. Approved

F. Innovations. Approved


G. MBO. Approved

H. Letters to the Editor. Dropped

I. P.S. Approved

J. General Articles. No. Such a column could lead astray of the purpose of the publication.

V. Publication Dates and Distribution. It was agreed that a quarterly schedule would be best to start with. Distribution will be as proposed (DD/A Planning Team members, guest editors, authors of articles with by-lines, O/Comptroller/AG, and Executive Board). Additional copies will be provided upon request to personnel from all Directorates. One hundred copies of the first issue will be printed.


Administrative Associate
EXCHANGE Magazine

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